

GOVERNMENT OPERATIONS COMMITTEE MEETING MINUTES
JULY 20, 2021

GOVERNMENT OPERATIONS COMMITTEE MEMBERS PRESENT: O'Brien, Rozell, Haff, Hicks, Fedler
GOVERNMENT OPERATIONS COMMITTEE MEMBERS ABSENT: Ferguson, Fisher
SUPERVISORS: Henke, Shaw, Campbell
Debra Prehoda, Clerk of the Board
Al Nolette, County Treasurer
Dan Martindale, Deputy County Attorney
Melissa Fitch, County Administrator

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – June 22, 201
- 3) Department Requests/Reports
 - A. County Clerk
 1. County Clerk Conference Request
 2. Update on Record Scanning Grant
 3. Permission to Apply for Grant - Historian
 - B. County Administrator – Smoke Free Workplace
 - C. Buildings & Grounds - Updates
- 4) Other Business
- 5) Adjournment

Chairman O'Brien called the meeting to order at 10:00 A.M. in the Supervisors Chambers.

A motion to approve the minutes of the June 22, 2021 meeting was moved by Mr. Hicks, seconded by Mr. Rozell, and adopted.

DEPARTMENT REPORTS REQUESTS:

COUNTY CLERK – Stephanie Lemery, County Clerk, addressed the following items with the committee:

- County Clerk Conference Request – County Clerk's annual conference is returning to an in person event this fall in Poughkeepsie. This is a budgeted item and she plans to attend if conditions permit.
- Update on Record Scanning Grant – Received tentative approval for the record scanning grant and awaiting official notification of approval. This will allow them to expand on this record scanning project with the following departments: Board of Supervisors, Probation, Treasurer's Office, and municipal partners – Town/Village of Whitehall, Town of White Creek, Village of Cambridge, and Town of Kingsbury. The grant includes funds for a part time Clerk to scan documents; grant covers salary and County covers fringe benefits. A motion to approve moving request for a part time Clerk to the Personnel Committee for consideration was moved by Mr. Hicks, seconded by Mr. Rozell, and adopted.
- Permission to Apply for Grant – Requesting permission for the Historian to reapply (paused due to pandemic) for a grant from the Sandy Hill Foundation to microfilm old newspapers from the 1800's. If approved for the grant, the documents are shipped out to a company to perform this work. A motion to approve applying for a grant to microfilm old newspapers was moved by Mr. Hicks, seconded by Mr. Rozell, and adopted.

BUILDINGS & GROUNDS – Matt Jones, Superintendent of Buildings & Grounds, addressed the following items with the committee:

- Budget Amendment – Needs a budget amendment for an additional \$632.03 for additional costs relating to the roof engineering; ME Engineering. A motion to amend budget, capital project for roof engineering, in the amount of \$632.03 from capital project contingency and forward to the Finance Committee for consideration was moved by Mr. Hicks, seconded by Mr. Rozell, and adopted.
- Purchase Two (2) Amish Sheds – Requesting to purchase two Amish sheds for storage of items at Burgoyne – gas, salt currently inside building and lawnmower – avoid traveling back and forth to

municipal center and Salem Sheriff's Substation for Weights and Measures. He received three quotes and the price for a 10 x 16 shed delivered is \$6,100 each. He has funds in his budget to cover the cost. A motion to forward a budget amendment to the Finance Committee to transfer funds from contractual (.4) to equipment (.2) was moved by Mr. Hicks, seconded by Mr. Rozell, and adopted.

REAL PROPERTY – Laura Chadwick, Real Property Tax Services Director, addressed the following items with the committee:

- Requesting to 1138 a Parcel – One property on the unpaid tax list is a private way in the Town of Jackson off Rt. 22 and the County does not file deed to roadways. Requesting to place this parcel in the exempt section of the tax roll; 1138 process. A motion to forward request to 1138 a private way in the Town of Jackson off Rt. 22 to the Finance Committee for consideration was moved by Mr. Hicks, seconded by Mrs. Fedler, and adopted.
- Real Property Tax Services Director's annual conference will be held in Lake George. The Director is planning to attend.

EXECUTIVE SESSION – A motion to enter an executive session to discuss proposed, pending, or current litigation was moved by Mr. Hicks, seconded by Mrs. Fedler, and adopted. A motion to return to regular session was moved by Mr. Rozell, seconded by Mrs. Fedler, and adopted. No action taken in the executive session.

COUNTY ADMINISTRATOR – Melissa Fitch, County Administrator, addressed the following items with the committee:

- Smoke Free Policy – Proposed Smoke Free policy for employees and the public attached. The Adirondack Health Institute can provide signs through a grant but the policy must first be adopted and suggested putting forward a resolution to adopt the policy at the August Board meeting with a November 1st effective date. Blue Shield has been contacted to provide tools to assist employees who desire to stop smoking. Mr. Haff stated there should be a comma after smoking, and breathing second-hand smoke. Discussed medical marijuana and vaping. Mr. Henke suggested adding no disposing of cigarette butts on county property. A motion to forward Smoke Free Policy with Mr. Henke's amendment to the full Board for consideration was moved by Mrs. Fedler, seconded by Mr. Hicks, and adopted. Mr. Rozell opposed.

OTHER BUSINESS:

COUNTY TREASURER – Al Nolette, County Treasurer, addressed the following item with the committee:

- Backfill Requests: Bookkeeper 35 hours per week due to a retirement and Account Clerk to Senior Account Clerk – A motion to approve request to backfill a Bookkeeper at 35 hours per week (Senior Account Clerk will move to Bookkeeper) and upgrade an Account Clerk to Senior Account Clerk and forward to the Personnel Committee for consideration was moved by Mr. Hicks, seconded by Mrs. Fedler, and adopted. He plans to leave the Account Clerk position open and unfilled at this time (the Account Clerk moving to Senior Account Clerk created this vacancy).
- Updates – Mr. Shaw requested updates on the water easement and the property with the wells in Argyle. Did not receive letter from the town of Argyle regarding interest in the property with the wells and requested that the County Attorney's Office prepare and send letter to the Town of Argyle over this property. Attorney Larry Paltrowitz did not provide any update on the water easement and the County Administrator will reach out to him for a response. Mr. Shaw requested the water easement and property with the wells be agenda items on future committee meeting notices.
- Charging Stations – Matt Jones, Superintendent of Buildings and Grounds, at the Finance Committee meeting received approval to apply of a grant for three charging stations, six plugs. Mr.

Shaw asked to what committee will this grant information come back to and advised that it was stated at the Finance Committee that Mr. Jones will report back to the Government Operations Committee.

The meeting adjourned at 11:33 A.M.

Debra Prehoda, Clerk
Washington County Board of Supervisors

Washington County Smoke-Free Policy

Purpose:

Washington County Board of Supervisors recognizes the dangers of smoking and acknowledges the ill health effects caused by smoking or breathing second-hand smoke.

In order to protect the health, safety and general welfare of employees and members of the public, the goal of this policy is to eliminate exposure to secondhand smoke or vapor caused by the use of tobacco, cannabis, nicotine, vaping and other like substances on or in County property.

Definitions:

Smoking shall be defined as, and include, but not be limited to, the burning of, inhaling of, exhaling of, or carrying of a lighted cigar, cigarette, pipe, plant, electronic cigarette, or any other device intended for inhalation, which emits smoke, vapor or any other chemical substance into the air.

Policy Statement:

In compliance with the Clean Air Act and other laws established by the New York State Legislature, the Board of Supervisors of Washington County hereby prohibits smoking of any kind, including tobacco and cannabis, on all County owned property, including parks. Smoking indoors or in vehicles has been and continues to be prohibited.

The provisions herein are deemed to supplement Federal, State and Local laws and ordinances. Nothing herein shall be deemed to abolish, impair, supersede, or replace existing remedies of any local, County or State laws or ordinances. In any case of conflict between any provisions of this policy and any applicable state or local law or ordinance, the more restrictive provision shall control.

Signs shall be posted at all County owned property stating that the property is smoke free. Lack of a sign shall not relieve a person of the obligation to comply with this policy.

This policy applies to all County employees, elected officials, and the public.

Reporting and Enforcement:

Employees are responsible for maintaining a smoke-free workplace by promptly reporting violations. Employees who observe a violation should contact his/her supervisor or department head immediately, County Administrator, or Personnel Officer. Employees who violate this policy will be subject to disciplinary action.